

Do Not Staple



Berry College  
Teaching Development Travel Grant

To: David Slade, Provost  
Through: Chair, Department of [Click here to enter text.](#)  
Through: Dean, School of [Click here to enter text.](#)

Applicant Name: [Click here to enter text.](#)  
Conference or Event Title: [Click here to enter text.](#)  
Amount Requested (\$1500 Max): [Click here to enter text.](#)  
Dates: [Click here to enter text.](#)  
Location: [Click here to enter text.](#)

Department Chair's Comments:

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Department Chair Signature

Date

School Dean's Comments:

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School Dean's Signature

Date

***Please hand deliver your signed application by the deadline to Cook 219***

*Deadlines: 3<sup>rd</sup> Wednesday of April and October*

**PART I: General Purpose of Monies Requested**

This application is for expenses to cover (check all that apply):

- Travel to conference, workshop, performance, or similar event
- Lodging
- Conference/workshop/event attendance

**PART II: Teaching Travel Grant History**

A. Indicate Teaching Development Travel Grant’s funded during the previous three years

Year	Conference Title/Purpose	Amount
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

**PART III: PROPOSED BUDGET FOR EVENT**

A. Conference Information

	\$ Requested
Conference Registration Fees: Click here to enter text.	\$Click here to enter text.
Workshop or special event Fees: Please list all workshops and their cost to attend Click here to enter text.	\$Click here to enter text.
<b>SUBTOTAL CONFERENCE</b>	\$Click here to enter text.

**PART IV: PROPOSED TRAVEL BUDGET**

Attach supporting documentation such as flight itineraries, printouts from travel booking websites, workshop brochures, equipment price list or quotes, etc. Be sure to justify budget in Part V.

B. Travel

Item	\$ Requested
Airfare: Click here to enter text.	\$Click here to enter text.
Car Rental: (no. of days Click here to enter text. @ Click here to enter text.Per day)	\$Click here to enter text.
Personal Auto: (no. of miles Click here to enter text. @ \$0.50 per mile)	\$Click here to enter text.
Airport Parking: Click here to enter text.	\$Click here to enter text.
Lodging: (no. of nights Click here to enter text. & \$Click here to enter text. Per night)	\$Click here to enter text.
Meals: (no. of days Click here to enter text. @ Click here to enter text. Per day)	\$Click here to enter text.
<b>SUBTOTAL TRAVEL</b>	\$Click here to enter text.

**PART V: Description of Professional Activity (Do not exceed two single-spaced pages)**

Attach a description of the conference, workshop, or related event you plan to attend. Please include (a) an introduction to the nature of the conference/workshop/event; (b) an explanation of your role (if any) at the event; (c) specific workshops, panels, or related activities that you participate in; (d) how attendance at this conference will promote your development as a teacher; and (e) if information gained at the conference would be of interest to other members of the Berry College community, how you intend to disseminate knowledge gained.

**PART VI: Curriculum Vitae**

Attach an abbreviated CV of no more than two single-spaced pages.